



Meeting Minutes

Library Board

Tuesday, April 8, 2025

5:00 PM

La Crosse Public Library
Auditorium (Lower Level)

Call to Order

The Chair, Sue Anglehart, called the meeting to order at 5:00 p.m.

Roll Call

PRESENT: Sue Anglehart, Kathy Ivey, Araysa Simpson, Ross Seymour, Aaron Engel, Mac Kiel, Erin Raymus, Katie Bittner (joined at 5:19 p.m.), Jessica Thill (left at 5:58 p.m.), Tamra Dickinson

ABSENT:

STAFF: Shanneon Grant, Dawn Wacek, Daniel Whitmore, Amber Leibundgut-Peterson, Cynthia Arauz, Miranda Greeno

Agenda Items:

1 Approval of Minutes from Regular Board Meeting – March 11, 2025

Motion to approve the minutes from the regular Board meeting of March 11, 2025.
(Kathy Ivey/Aaron Engel) Carried

2 Approval of Minutes from Committee of the Whole – No April Meeting

3 Approval of Bills & Financial Reports – March 2025

Motion to approve the bills and financials reports from March 2025.
(Ross Seymour/Erin Raymus) Carried

4 Reports

4.1 Director's Report

4.11 Programming Highlights

Director Grant shared with the Board that April 6-12 is National Library Week. In celebration, the Library will be handing out LPL swag to patrons and hosting its popular 4th Annual Tiny Art Show. Library staff was celebrated on National Library Workers Day with an appreciation lunch.

4.12 Organizational Transitions

Library leadership is currently focusing on refining staff scheduling and communication between departments post-restructure. The upcoming renovation as well as the retirement of Director Grant are two more significant changes on the horizon. Library leadership wants to make sure staff are well supported through these transitions.

4.13 Flexible Facility Grant Updates

a. Renovation Timeline

The forthcoming renovation has shifted from a multi-phase plan to a single-phase plan. Meaning all construction will happen simultaneously. Doing this should reduce construction time by one month. Another benefit of this is that instead of Main Hall serving as a space for storage, it will serve as a space for public computers, copiers, popular collections, etc. The bid opening will take place on May 1. Construction will start at the end of June and must be finished by September 2026.

b. Service Impacts

The Library will be closing the Creation Space and Archives Reading Room on May 15. Creative activities and kits will be available at the North Community Library as well as out in the community this summer. Archives staff will be available via phone and email for local history reference and genealogy resource assistance.

c. Alternate First Floor Restroom Project

There is sufficient need to update the Library's first floor restrooms. These restrooms are located in a high traffic area and are heavily used. This use will only increase after the renovation and addition of a new large meeting room. There are also the elements of ADA compliance and security to consider. The first floor restrooms need to be closed during construction, regardless of whether they are remodeled in this phase. Renovating the restrooms would not increase the construction timeline. Waiting to remodel the restrooms will mean an increase in cost to do so.

d. Special Trustees Historical Expenditures

Trust Point only distributes quarterly statements, so these statements provide a general picture. On average, it has taken about 2.5-4.5 years for the expended funds to be restored. Staff will continue researching and plans to provide more information at the May meeting.

4.2 Committee of the Whole Report – No April Meeting

5 New Business

5.1 Consideration/Approval of Half Day Closure May 9, 2025, for Staff Development Workshop

Motion to approve a half day closure on May 9, 2025, for Staff Development Workshop.

(Erin Raymus/Kathy Ivey) Carried

6 Topics for Future Meetings

- 6.1 Naming Opportunities Policy
- 6.2 Capital Campaign Preparation
- 6.3 Grant Administrator

7 Public Comment / Other

8 Old Business

8.13 Appointment of Interim Director (CLOSED SESSION)

CLOSED SESSION

Motion to convene in closed session under the exemption set out in Wisconsin Statutes 19.85(1)c which reads as follows: Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, and will reconvene again in open session.

(Aaron Engel/Mac Kiel) Carried

Time: 6:02 p.m.

Roll Call Vote:

- Sue Anglehart Aye
- Kathy Ivey Aye
- Katie Bittner Aye
- Aaron Engel Aye
- Mac Kiel Aye
- Erin Raymus Aye
- Ross Seymour Aye
- Araysa Simpson Aye

Motion to reconvene into open session.

(Araysa Simpson/Erin Raymus) Carried

Time: 6:08 p.m.

Motion to appoint Dawn Wacek as Interim Director, effective May 23, 2025, at salary grade 18, step 1, for the duration of her interim service.

(Kathy Ivey/Erin Raymus) Carried

Adjournment at 6:10 p.m.

Motion to adjourn.

(Mac Kiel/Aaron Engel) Carried



Meeting Minutes

Library Board

Tuesday, May 6, 2025

5:00 PM

La Crosse Public Library
Auditorium (Lower Level)

COMMITTEE OF THE WHOLE

Call to Order

The Vice Chair, Kathy Ivey, called the meeting to order at 5:01 p.m.

Roll Call

PRESENT: Sue Anglehart, Kathy Ivey, Katie Bittner, Jessica Thill, Araysa Simpson, Aaron Engel

ABSENT: Erin Raymus, Ross Seymour

STAFF: Shanneon Grant, Dawn Wacek, Amber Leibundgut-Peterson, Daniel Whitmore, Cynthia Arauz, Miranda Greeno

Agenda Items:

1 Capital Campaign Preparation

1.1 Agreement to Establish Fund with La Crosse Community Foundation

With grant-funded renovations about to begin, the Library is turning its attention to how the second phase of improvements will be financed. Director Grant shared with the Board that she has met twice with leaders from the La Crosse Area Community Foundation (LCACF)—once before the Library was awarded the Flexible Facilities Program (FFP) grant last year, and again with Deputy Director Wacek this past April. A partnership with LCACF could be a strong opportunity for the Library, offering access to the Foundation's local expertise, strong reputation, and community connections. The Board reviewed a draft fund agreement and identified questions for Library leadership to continue discussing with LCACF.

1.2 Naming Opportunities Policy Draft

Director Grant asked the Board to consider Naming Opportunities as a tool to raise funds and encourage community members to donate during the upcoming Capital Campaign. Whether that be the naming of a room, area, collection, space, equipment, artwork, technology or other interior or exterior space. Last week, Deputy Director Wacek attended the Wisconsin Association of Public Libraries Annual Conference and shared some of the recent successes other libraries in the region had using this strategy. Board members were encouraged to share suggestions on the draft policy as

staff continues to refine it. Once the Capital Campaign name and Menu of Naming Opportunities are both finalized, the policy will be brought back to the Board for future review.

2 Flexible Facilities Grant Project

2.1 Grant Administration Services

With FFP grant work requiring more time, Ms. Grant noted her awareness that other grant recipients recently hired professional grant administration. With construction and leadership changes on the horizon, hiring dedicated professionals who have the expertise, experience, and systems in place to work with sizable grants would provide a peace of mind and reassurance that proper procedures are being followed. Director Grant will ask the Board to approve Operating Funds for Grant Administration at May's regular meeting.

2.2 Alternate 1st Floor Restroom Project

Investing in the 1st floor restroom project meets Special Trustees Fund intended purpose of enhanced public spaces and capital expenditure. This project would benefit both patrons and staff by improving capacity, accessibility, ADA compliance, and security. Ms. Grant requested the Board consider utilizing Special Trustees Fund for the 1st floor restroom remodel.

2.3 Special Trustees Fund: Overview of Historical Performance

Business Services Supervisor, Amber Leibundgut-Peterson, and Ms. Grant, presented the Board with an overview of Special Trustees Fund performance from 1985-2025. The Board has expended nearly 2x the total amount invested over 40 years, and the current balance is still more than \$1 million. Board members discussed the long-standing practice of maintaining a \$1 million balance as it relates to total bequests totaling just over that amount. The Board expressed their appreciation for this information and stated that it will be highly useful for both future Board members and future donors.

Adjournment

Ms. Ivey adjourned the Committee of the Whole at 6:23 p.m.

LA CROSSE PUBLIC LIBRARY- FINANCIAL SUMMARY REPORT

April 2025

	Current Period	Year-to- Date	Percent of Budgeted Amount
<u>DISBURSEMENTS</u>			
City Operating Budget	\$230,800	\$1,356,837	28.10%
In-House Checking	\$19,736	\$41,791	
Total Disbursements:	\$250,536	\$1,398,628	
<u>RECEIPTS</u>			
Misc. Income	\$0	\$185,136	108.81%
WRLS Contract	\$0	\$0	0.00%
In-House Checking	\$3,413	\$101,994	
Total Receipts:	\$3,413	\$287,130	

33% of the year has elapsed


LA CROSSE
PUBLIC LIBRARY

RECEIPTS DEPOSITED THROUGH CITY HALL

April 2025

	Current Month Income	Year-to-Date Income	Budgeted Amount	% of Estimated Income for 2024
<u>MISC. INCOME</u>				
Over/Short				
Service Fees	\$0.00	\$209.38	\$0.00	
Damage to City Property	\$0.00	\$2,414.22	\$4,000.00	60.36%
Out of State Registration	\$0.00	\$1,337.55	\$2,500.00	53.50%
Misc. Fees and Fines	\$0.00	\$292.05	\$1,300.00	22.47%
County Contributions	\$0.00	\$180,883.00	\$180,882.00	100.00%
Pcard rebates	\$0.00	\$0.00	\$5,000.00	0.00%
Sale of Property/Equipment	\$0.00	\$0.00		
Restitution				
WRLSWEB				
Subtotal Misc. Income	\$0.00	\$185,136.20	\$193,682.00	95.59%
<u>INCOME FROM WRLS CONTRACT</u>	\$0.00	\$0.00	\$22,654.00	0.00%
Total Income:	\$0.00	\$185,136.20	\$216,336.00	85.58%
City Allocation			\$4,984,759.00	
TOTAL BUDGETED INCOME:			\$5,201,095.00	

CITY OPERATING BUDGET REPORT

April 2025

	Budgeted	Current	Year-to-	% of Total	
	Amount	Period	Date	Budget	
	2025	Expended	Expended	Expended	
GENERAL ADMINISTRATION					
Recruitment Fees & Services		\$0	\$0.00		\$0
Salaries (+ \$135,000 unapplied COLA/Step)	\$3,065,612	\$118,759	\$754,873	24.62%	\$2,310,739
Cell phone reimbursement		\$145	\$460		(\$460)
Health Insurance	\$702,117	\$21,011	\$162,543	23.15%	\$539,574
Life Insurance	\$16,216	\$227	\$2,286	14.10%	\$13,930
Social Security/Medicare	\$234,519	\$8,807	\$55,683	23.74%	\$178,836
Wisconsin Retirement System	\$197,033	\$7,612	\$47,171	23.94%	\$149,862
Other Benefits		\$284	\$764		(\$764)
Contract Services	\$120,075	\$15,270	\$39,176	32.63%	\$80,899
Conference/Travel Expenses	\$13,725	\$3,225	\$4,536	33.05%	\$9,189
Telephone Expenses	\$23,000	\$1,833	\$7,478	32.51%	\$15,522
Electricity	\$99,251	\$5,547	\$16,259	16.38%	\$82,992
Water	\$5,414	\$464	\$464	8.56%	\$4,950
Natural Gas	\$62,579	\$5,175	\$17,237	27.54%	\$45,342
Sewer	\$4,930	\$630	\$630	12.78%	\$4,300
Storm Water	\$3,914	\$395	\$395	10.09%	\$3,519
Supplies	\$23,232	\$595	\$1,907	8.21%	\$21,325
Gasoline	\$1,000	\$113	\$207	20.74%	\$793
Postage	\$2,300	\$383	\$512	22.27%	\$1,788
Memberships/Subscriptions (WRLS WEB)	\$50,433	\$419	\$49,327	97.81%	\$1,106
Repair & Maintenance	\$73,885	\$5,020	\$31,021	41.99%	\$42,864
R&M Equipment Repair		\$0	\$0		\$0
Building Improvements	\$10,000	\$0	\$0	0.00%	\$10,000
Sub Total:	\$4,709,235	\$195,913	\$1,192,928	25.33%	\$3,516,307
AUTOMATION					
Computer Equipment/Software/Vendor	\$167,560	\$22,369	\$92,907	55.45%	\$74,653
Sub Total:	\$167,560	\$22,369	\$92,907	55.45%	\$74,653
MATERIALS					
Books and Publications	\$324,300	\$12,518	\$71,001	21.89%	\$253,299
Sub Total:	\$324,300	\$12,518	\$71,001	21.89%	\$253,299
TOTAL BUDGET:	\$5,201,095	\$230,800	\$1,356,837	26.09%	\$3,844,258

					ITEM 3B
<u>FUND BALANCE (formerly Carryover)</u>					
	Amount		Expended	% Spent	Available
Fund Balance into 2025	\$136,701.99				Balance
Architectural fees 2024 (paid in 2025)	\$3,565				
Total available after expenditures - contingency:	\$83,137				

DETAIL - CITY OPERATING BUDGET

April 2025

GENERAL LIBRARY ADMINISTRATION**TRAINING/CONFERENCE REG - 1004010-521005**

Play Make Learn Conference	\$125.00	Registration - D. Karls
Graphic Design for Librarians class	\$297.00	Registration - D. Leon, A. Chapes
Basics of Archives class	\$324.00	Registration - H. Bach
CompTIA	\$721.00	IT class materials & exam prep - M. Tapia
Library Marketing & Communication Conference	\$99.00	Registration - L. Schilling
Hilton Hotels	\$1,202.00	Archives conference hotel - S. Brouwer, J. DeRocher
Archives Conference meals	\$77.05	S. Brouwer
Archives Conference parking	\$45.00	S. Brouwer

MEMBERSHIPS - 1004010 - 532075

Society of Human Resource Management	\$299.00	Membership
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CONTRACTUAL SERVICES - 1004010-520110

De Lage Landen	\$84.60	Monthly copier lease
Marco	\$0.00	Printer service contract
Talon Protection Agency 3/1 - 3/31	\$15,185.00	Security services

GASOLINE - 1004010-532055

Kwik Trip	\$112.51	Gasoline
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REPAIR & MAINTENANCE - 1004010-540000

Bob's Lock and Safe	\$27.00	Training room & frontline workroom keys
Hilltop Refuse & Recycling	\$926.05	Dumpster rental
Menards	\$156.48	Chilling tower cleaner, lawn & cleaning supplies
Schilling	\$105.74	Trash bags
Tractor Central	\$0.00	Tractor snow brush
Trane	\$0.00	Air filters
UniFirst	\$287.08	Mats, mops, & rags
WI Elevator Inspection	\$380.00	Annual elevator inspection
Winona Controls	\$3,536.00	Bi-annual service agreement

SUPPLIES/MISC - 1004010-532000

Amazon	\$258.04	Batteries, Band-aids, letter covers, hand sanitizer, tape, laminating sheets, fans
CBS Graphics	\$54.45	Business cards - Community Connectors
Demco	\$26.13	Labels
Loffler	\$76.06	Overage fees
Quill	\$157.56	Paper

TELEPHONE - 1004010-521101

Brightspeed	\$283.13	Analog phone service
Lumen	\$5.33	Long distance charges
Nextiva	\$1,328.05	Phone service
Spectrum	\$170.00	Phone internet service
Verizon	\$46.22	Cell phone service

POSTAGE - 1004010-532060

Quadient	\$383.44	Shipments, Postage equipment rental
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AUTOMATION**COMPUTER EQUIPMENT/SOFTWARE - 1004010-533010**

Adobe	\$0.00	Creative Cloud all apps
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Amazon	\$647.88	Computer speakers, receipt printers
CDW	\$0.00	Helpdesk software
Dependable Solutions	\$0.00	Consultation services
Envisionware	\$0.00	Patron sign-on, printing, self-checkout
Faronics	\$0.00	Security software
Five Star Telecom	\$3,868.49	Public phone replacement, server room temperature sensors
Library Market	\$2,600.00	Lacrosselibrary.org annual site maintenance & hosting
Marco	\$4,408.90	Copier hardware install
Microsoft	\$96.93	Office 365
PDQ	\$0.00	Computer imaging service
QTH Hosting	\$135.89	Archives web hosting, website domain renewal
Userway	\$0.00	AI widget

COMPUTER EQUIPMENT/SOFTWARE \$10,000+- 1004010-58061

\$10,290.00 Anti-virus/Cybersecurity

IN-HOUSE CHECKING REPORT

April 2025

RECEIPTS:**1400 ACCOUNT**

Copy Machines/Printing	\$475.59
Subtotal	\$475.59

3400 ACCOUNT**Purpose of Gift**

Wonewoc	\$300.00	Archives - \$300 Archives Workshop
Scott	\$280.00	Archives - \$280 Dark La Crosse donation
Cash donations (various)	\$78.16	Discretionary
BookTok Bingo donations	\$25.00	Programming - General
La Crosse Historical Society	\$100.00	Programming - General
Cash donations (various)	\$8.00	Pantry
Candace Iloh book sales + Change withdrawal	\$820.00	Washburn
Tote Sales	\$30.00	Fundraising
Subtotal	\$1,641.16	

4400 ACCOUNT

Credit Card Receipts	\$1,295.78
	\$1,295.78

Total Receipts: \$3,412.53

DISBURSEMENTS:**3400 ACCOUNT****Source of Funds - Item Purchased**

Coulee Region Volunteer Coordinators	\$60.00	FOL - Conference registration - C. Donofrio + 3 LPL volunteers
D. Wacek	\$12.82	FOL - Chicago Architect meeting Lyft reimbursement 2/28
Child Abuse Prevention Task Force	\$50.00	OM - April event booth rental
Cash withdrawal	\$360.00	Candace Iloh book sale change
National Film Board of Canada	\$300.00	PE - Film licensing fee
Western Technical College Foundation	\$800.00	ALA - Capacity Grant - GED testing fees
Authors Unbound Agency	\$1,408.97	Washburn - Author visit - Candace Iloh flights
Cardmember Services	\$1,955.59	Friends of the Library \$347.12 S. Grant, D. Wacek - Chicago architect meeting transportation, Holiday Inn Chicago; Public Experiences \$1,035.00 Jolly Jumpz equipment for summer program; Washburn \$573.47 S. Grant, D. Wacek - Chicago architect meeting meals, D. Wacek - 2025 WAPL Conference
Cardmember Services	\$3,942.57	Creation Space \$269.22 lanyard charms and buttons, pinback button set, exacto knife blades, hot glue sticks, iron-on patches, vinyl sticker paper, hook and loop tape, parchment paper; Pantry \$539.92 snacks, pads, tampons, body wipes, plastic spoons; General Programming \$160.85 Mailchimp, Zoom, Spotify; Public Experiences \$532.76 candy assortment, stickers, magnets, photo display, origami paper, universal remotes, HDMI to VGA cable, canvases, Ziploc bags, hot glue sticks, wooden stars, glass jars, seeds; Outreach \$2,329.78 Pride in the Park booth, LPL charging cables, LPL lanyards, LPL sticky notes, BookTok Bingo books, plastic eggs, earbuds, ticket holders; Archives \$109.82 planter, LED grow light, potting soil; Misc \$0.22 interest
Walmart Cardmember Services	\$29.91	CS - markers
B. Brown	\$122.17	Pantry - bike light reimbursement
Festival Foods	\$44.68	PE - programming snacks
O. Zecca	\$150.00	PE - Cultivating Culinary Mushrooms Class
B. Olson-Pollack	\$70.00	G. Gordon - 5/3 Qigong class
J. Pedretti	\$350.00	G. Gordon - Chair Yoga 5/1, 5/8, 5/15, 5/22, 5/29
KONE	\$10,000.00	G. Gordon - Elevator repair/safety enhancements
Subtotal	\$19,656.71	

4400 ACCOUNT

Bank Charge/Disbursements	\$79.85
Subtotal	\$79.85

Total Disbursements: \$19,736.56

IN-HOUSE CHECKING REPORT- SUMMARY

April 2025

MONTHLY ACTIVITY SUMMARY1400 ACCOUNT (COPY)

End of March Balance	\$24,893.40
Income	\$475.59
Disbursements	\$0.00
End of April Balance	\$25,368.99

3400 ACCOUNT (GIFT)

End of March Balance	\$226,526.32
Income	\$1,641.16
Disbursements	-\$19,656.71
End of April Balance	\$208,510.77

4400 ACCOUNT (CREDIT CARD)

End of March Balance	\$42,031.52
Income	\$1,295.78
Disbursements	-\$79.85
End of April Balance	\$43,247.45

YEAR-TO-DATE ACTIVITY SUMMARY1400 ACCOUNT (COPY)

Income	\$3,033.39
Disbursements	(\$337.17)

3400 ACCOUNT (GIFT)

Income	\$94,758.17
Disbursements	(\$35,912.02)

4400 ACCOUNT (CREDIT CARD)

Income	\$4,202.25
Disbursements	(\$5,541.98)

GIFT FUND (RESTRICTED) AS OF 4/30/2025

April 2025

	1/1/2024 Balance	YTD Debits	YTD Credits	Current Balance
Library Materials				
Regional Read	\$1,196.00	\$0.00	\$0.00	\$1,196.00
Subtotal:	\$1,196.00	\$0.00	\$0.00	\$1,196.00
Miscellaneous				
Archives	\$34,293.06	\$734.82	\$2,775.00	\$36,333.24
Creation Space	\$1,304.24	\$679.47	\$3,524.00	\$4,148.77
Discretionary (Equipment/Furniture)	\$7,002.78	\$1,519.00	\$6,136.88	\$11,620.66
Friends	\$2,370.76	\$2,573.61	\$2,500.00	\$2,297.15
Fundraising	\$25,619.01	\$0.00	\$140.00	\$25,759.01
Donald (Sandy) Gordon Estate	\$801.47	\$0.00	\$2,650.87	\$3,452.34
Gertrude Salzer Gordon Estate	\$10,582.83	\$12,653.59	\$6,778.99	\$4,708.23
Misc.	\$6,073.84	\$3,100.72	\$1,556.43	\$4,529.55
Misc. - Art Fund	\$759.16	\$0.00	\$0.00	\$759.16
Misc. - Banner Project	\$2,010.54	\$0.00	\$1,000.00	\$3,010.54
Misc. - Mobile Library	\$4,011.49	\$0.00	\$0.00	\$4,011.49
North Enhancements	\$0.00	\$0.00	\$50,000.00	\$50,000.00
Pantry	\$9,479.95	\$2,231.45	\$126.78	\$7,375.28
Programming - General	\$868.80	\$650.68	\$125.00	\$343.12
Programming - Public Experiences	\$6,516.42	\$7,226.60	\$10,200.00	\$9,489.82
Programming - Outreach/Marketing	\$2,176.77	\$4,005.90	\$5,000.00	\$3,170.87
Programming - YS Misc	\$2,782.55	\$0.00	\$0.00	\$2,782.55
Spec. Trustees - General	\$1,001.00	\$0.00	\$0.00	\$1,001.00
Spec. Trustees - Board Retreat	-\$462.71	\$0.00	\$462.71	\$0.00
Spec. Trustees - Main Space Audit	-\$271.84	\$0.00	\$0.00	-\$271.84
Spec. Trustees - Retirements	-\$695.51	\$300.00	\$695.51	-\$300.00
Tool Library	-\$218.22	\$10.77	\$1,266.00	\$1,037.01
Washburn	\$14,963.19	\$2,367.44	\$820.00	\$13,415.75
Subtotal:	\$130,969.58	\$38,054.05	\$95,758.17	\$188,673.70
GRANTS				
ALA Grant	4,282.90	\$900.00	\$0.00	\$3,382.90
Foundation Grant	\$2,256.82	\$1,000.00	\$0.00	\$1,256.82
World We Live in Grant (Fiscal Agent)	\$4,737.49	\$0.00	\$0.00	\$4,737.49
Subtotal:	\$11,277.21	\$1,900.00	\$0.00	\$9,377.21
YTD TOTALS	\$143,442.79	\$39,954.05	\$95,758.17	\$199,246.91
BANK BALANCE				\$199,246.91